

C. I. G. Administrative Procedures

Approved For Release 2001/06/02 : CIA-RDP81-00728R000100010006-3

UNCLASSIFIED

STATINTL

CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

~~SECRET~~

NUMBER [REDACTED]

19 May 1947

Indexed 5/28/47

SUBJECT: Military Leave With Pay for Annual Training Duty

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. DEFINITION

Military leave is defined as the period of leave with pay from official duty authorized for those civilian employees who are members of the National Guard, Officers Reserve Corps, Coast Guard Reserve, or Naval and Marine Reserve, on days on which they are engaged in training duty.

2. CONDITIONS FOR GRANTING MILITARY LEAVE

a. Military leave is granted only to "regular" employees of the United States and of the District of Columbia, as distinguished from temporary, substitute, and when actually employed personnel.

b. Military leave is granted for the purpose of training prospective members of the armed forces of the U.S. for active duty as outlined in Chapter 11-21 of the Federal Personnel Manual.

3. DURATION OF MILITARY LEAVE

a. In general, a maximum of fifteen (15) calendar days military leave "without loss of pay, time or efficiency rating" may be granted in any one calendar year for service with the organizations mentioned above.

b. When it is necessary for an individual to serve for a longer period, any time in excess of the fifteen (15) days maximum will be charged as annual leave or leave without pay, as determined by the employee concerned.

4. PROCEDURE

An employee desiring military leave should submit a request to his immediate superior on Standard Form No. 71, Application for Leave, accompanied by two (2) copies of his military orders. The Form No. 71 together with the military orders will be forwarded through proper channels to the Pay Roll Unit, Fiscal Section, and the leave will be reported on the Time and Attendance Report, Form 1130, in the column marked "Other" with the notation "Military Leave" placed in the "Remarks" block.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA
WILL REMAIN IN FORCE UNTIL CANCELLED (1091)
OR SUPERSEDED

CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

Handwritten: J. Edgar Hoover

STATINTL

ADMINISTRATIVE INSTRUCTION

~~MEMORANDUM~~
NUMBER [REDACTED]

15 July 1947

SUBJECT: CIG Policy on Active Duty Training of Military
and Naval Reserve Officers Employed by CIG

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

STATINTL

1. The attention of all CIG employees is directed to CIG Memorandum [REDACTED] issued 19 May 1947.
2. It is the policy of CIG to encourage in every practicable way the active duty training of reserve officers presently employed by CIG. Announcements of the training available are made through all reserve organizations, and are usually indicated in the metropolitan press.
3. When practicable the leave period of reserve officer employees will be arranged to enable their taking advantage of active duty training periods.
4. Active duty training at places other than local will be encouraged.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Executive for
Administration and Management

ATTACHMENTS: None

STATINTL

DISTRIBUTION: All CIG Employees

RENUMBERED & INTEGRATED WITH CIG MEMO NO. [REDACTED]

Handwritten: Rescinded dated

Handwritten: 6/24/48

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

Rescinded by
AI

MEMORANDUM
NUMBER [REDACTED]

15 July 1947

6/24/48

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and Naval Reserve Officers Employed by CIG

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.MEMORANDUM
NUMBER

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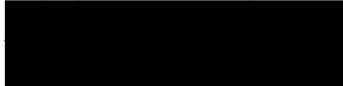
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Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

(1091)